



New Jersey Department of Education

Office of Program Support Services

Monitoring Checklist

Even Start Family Literacy Programs FY 2003-2004

Please utilize the following checklist as you prepare for the FY 03-04 monitoring visit.

Requirements based on specific mandated services/activities		<input checked="" type="checkbox"/>
Goal Setting, Management, and Sustainability		
1	Evidence that program goals and objectives communicated to program staff and participants	
2	Evidence that the project is on schedule as described in the approved application	
3	Documentation of program's effort to gain other sources of funding or in-kind resources for the sustainability of the program (where applicable)	
Recruitment, Retention, and Participant Involvement		
1	Documentation of recruitment activities	
2	Documentation which reflects qualifications/standards used for participation acceptance into the program	
3	Documentation that support services are being provided to overcome barriers to participation	
4	Program policy for addressing attendance issues	
5	Evidence of participants' regular attendance	
6	Documentation that families participate in all core components	
7	Evidence of summer month programming	
8	Types of support services provided to parents that enable them to participate fully in the program	
Early Childhood Education		
1	Documentation of appropriate age range for participants	
2	Documentation of developmentally appropriate and scientifically-based curriculum used for the instruction of children	
3	Evidence of program's system for transitioning student to kindergarten through school visits, role playing, or modeling new routines	
4	Documentation of how instructional programs for children are selected	
5	Evidence of flexible instructional methods to foster learning	
Adult Education		
1	Documentation of participant's goals and progress towards completing goals	
2	Evidence of flexible instructional methods to foster learning	
3	Evidence of appropriate instructional materials which are varied, practical, and relevant to the academic needs and interests of each learner	
4	Documentation of participant assessment (Pre and Post)	
5	Evidence of program's system for assisting participants with a smooth transition from the program into the world of work and/or continued training/education in order to break the cycle of poverty/illiteracy	

6	Documentation of how instructional programs for adults are selected	
Parenting Education		
1	Documentation of workshops/classes offered for parent skill development including location and attendance (i.e., effective child-rearing techniques, parents' role in child's development, maintaining connections to community and other resources)	
Parent and Child Interactive Time		
1	Evidence of Parent and Child Interactive Time activities, at a minimum of one hour per month	
Home-Based Education		
1	Adherence to minimum requirement of two visits per month	
2	Evidence of coordinated visits with other service providers (if applicable)	
3	Evidence of coordination with instructional staff	
4	Evidence of integration of other components	
Partnerships and Collaborations		
1	Evidence of collaboration with at least one local educational agency or one community-based organization	
2	Evidence of services provided by collaborators	
3	Documentation of increased collaborators over time	
4	Evidence of active canvassing for new collaborators	
5	Evidence of coordination with other relevant federal programs (i.e., Head Start, Reading First, and 21 st Century Community Learning Centers)	
6	Evidence of active dialogue between the staff responsible for the core components of the program	
Staffing and Professional Development		
1	Documentation of regular staff development, including those from collaborating agencies	
2	Process for selecting topics for staff development	
3	Documentation of job descriptions, staff certifications, and educational requirements (including copies of certifications and resumes)	
4	Evidence of regularly scheduled meetings	
Evaluation of Program Progress and Effectiveness		
1	Measures used to guarantee program compliance with the state indicators of program quality	
2	Documentation of method used or method that the program will use for evaluation	
3	Evidence of how program's local evaluation is/will be used for program improvement	
4	Evidence of how the program used the Indicators of Program Quality to assure program effectiveness	
5	Evidence that the program has implemented and integrated the activities indicated in the approved application	
Fiscal Compliance		
1	Evidence that expenditures using grant and matching funds are necessary and reasonable for the effective implementation of program activities	

2	Evidence that grant and matching funds were expended quarterly in accordance with applicable regulations and the approved budget	
3	Evidence that grant and matching funds were expended from approved line items of the approved budget	